

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Proposed Employee Bulletin

DD/A Registry

79-3222

FROM:

Director of Personnel
5E58, Hdqrs.

EXTENSION

NO.

PERS 79-6050

DATE

10 OCT 1979

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1. EO/DDA
7D18, Hdqrs.

2.

3. ADDA
7D18, Hdqrs.

4.

5. DDA
7D18, Hdqrs.

6.

7. D/Pers
5E58, Hdqrs.

8.

9. C/BS
5E56, Hdqrs.

10.

11. DDA/RCB
5D49, Hdqrs.

12.

13.

14.

15.

Request your review and approval to publish the attached Employee Bulletin regarding: Headquarters Exercise Room and Shower Facilities.

Harry E. Fitzwater
Harry E. Fitzwater

APPROVAL:

DDA

DISAPPROVAL:

DDA

DATE:

10/10/79

For publication.

Distribution:

0-Addsee & RCB for publication

2-D/Pers

2-DDA

1-BS

1-EAA

OP/SP/BS

(10-5-79)

DD/A Registry
79-3222

EB No. _____

HEADQUARTERS EXERCISE ROOM AND SHOWER FACILITIES

1. The headquarters exercise room is located near room BE48. This room and the adjacent running track are provided in the interest of the physical fitness and well-being of Agency employees. Information about available programs and facilities may be obtained by calling the physical fitness supervisor

STAT

2. Effective 22 October 1979 changes will be made in the headquarters exercise room schedule to expand the hours when both men and women may use the facilities. The new hours of operation for the exercise room will be as follows:

Men and Women

Monday through Friday (except holidays)	0600-1030 1500-2000
Saturday, Sunday, and Holidays	1000-1400

Men Only

Monday, Wednesday and Friday	1230-1500
Tuesday and Thursday	1030-1300

Women Only

Monday, Wednesday, and Friday	1030-1230
Tuesday and Thursday	1300-1500

3. Two shower facilities are provided. One is adjacent to the exercise room and the other is adjacent to the running track. During periods when the physical fitness facilities are used by both men and women at the same time, the dressing room and the showers adjacent to the running track are reserved for women and the dressing room and showers adjacent to the exercise room are reserved for men.